

VOCATIONAL REHABILITATION (VR) ADULT SERVICES PROCESS

VR REFERRAL

- Referrals come from a variety of sources, including but not limited to: self-referrals, medical and mental health treatment providers, schools, employers, other programs (e.g., Work Force Development, Work First, etc.) and agencies (e.g., Nebraska Department of Health and Human Services, probation, courts, detention and corrections).

VR ORIENTATION

- The individual receives information about the services provided through VR's employment program.
- Orientation is accomplished through a powerpoint presentation or a face-to-face visit with VR staff.
- If the individual is interested in receiving VR services, an appointment is made with a VR Specialist.

EMPLOYMENT DISCUSSION AND DISABILITY CONSIDERATIONS

- The individual and VR Specialist have an Employment Discussion to explore work history and expectations, Employment Planning Readiness Factors, disability, eligibility and other relevant considerations to assist with making an informed choice as to whether to apply for VR services.

NO VR APPLICATION MADE

- The individual decides not to apply for VR

VR APPLICATION

- The individual decides to apply for VR services.

ELIGIBILITY DETERMINATION FOR ADULT EMPLOYMENT PROGRAM

- The VR Specialist assesses the applicant's functional capacity, disability and/or impairments, including review of medical and mental health records, Social Security information and school records.
- The VR Specialist and applicant discuss how the disability affects work and EPR Factors that need to be addressed.
- The VR Specialist makes the decision on whether the applicant is eligible for VR services.

APPLICANT IS INELIGIBLE FOR VR SERVICES

APPLICANT IS ELIGIBLE FOR VR SERVICES

INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE)

- The applicant and VR Specialist participate in a *Job Planning Discussion* to further explore employment-related issues, work history, vocational and education-related goals, interests, abilities, transferable skills, available resources, job preferences, values and priorities.
- An Individualized Plan for Employment (IPE) is developed by the client and VR Specialist based on informed choice. The vocational goal is identified after completion of individualized vocational counseling and career exploration activities designed to assist the client with developing potential job goals. Disability-related factors, employment opportunities and current job market trends are also discussed.
- The IPE identifies the specific VR and community-based services that will be provided to the client.

PRE-EMPLOYMENT ASSISTANCE

- The client receives *Pre-Employment Assistance* and participates in job readiness activities (e.g., job shadowing, job seeking and retention skills, on-the-job training, apprenticeship, resume writing, mock job interviews, etc.), vocational training and/or post-secondary education, as needed to achieve vocational and educational goals.

JOB PLACEMENT

- The client obtains employment with the VR Specialist's assistance.

EMPLOYMENT FOLLOW-UP AND RETENTION

- The client maintains employment at the same job for at least 3 months.
- Employment is monitored by the VR Specialist through contact with the client and/or employer.
- The VR Specialist inactivates the *Employment* case after 3 to 6 months of stable employment.
- The VR Specialist moves the case to *Employment Warranty Monitoring*.

EMPLOYMENT WARRANTY MONITORING

- The client's employment is periodically monitored for stability over a period of 1 year.

EMPLOYMENT WARRANTY SERVICES

- If the client requires additional assistance after an employment outcome has been achieved, *Employment Warranty Services* may be provided to maintain, regain or advance in employment to support movement along a career path.
- The client receives the services identified, such as job retention, new job placement, or additional training for promotion.
- The client is re-employed or job advancement occurs.
- The client returns to *Employment Warranty Final Monitoring* for one year.